

COMMERCIAL PLAN CHECK LIST

Review your plans and be sure each of the following details have been included.

BUILDING PERMIT APPLICATION

- Contractors name, phone number, and state license
- Owners name, address and phone number
- Architect’s name, phone number, signature and wet stamp.
- All engineers’ names, phone numbers, signatures and wet stamps

TITLE PAGE

- Building occupancy classification
- Building type of construction
- Fire walls, fire barriers and fire partition details
- Building square footage (gross and each individual occupancy classification)
- Building height
- Occupant load
- Sprinklered/ Unsprinklered
- Allowable building area
- Area increases used if applicable
- Exit plan for each level detail exit path and distance to exit discharge

PLOT PLAN

- Recommended scale 1/8” = 1’-0”
- Topographical plot plan for sloped lots.
- Lot dimension
- Building footprint with all projections and dimensions to all property lines
- North arrow
- Easements
- All parking
- Location of handicap parking spaces with their access aisles and ramps
- Handicapped access to the building from the public way

FOUNDATION PLAN

- Recommended scale ¼” = 1’0”
- Footings, foundations, piers, and grade beams
- Post and girder intersections

FLOOR PLAN

- Recommended scale ¼” = 1’-0”
- Full architectural plans, fully dimensioned and labeled
- Include adjoining rooms labeled as to their use

EXTERIOR ELEVATIONS

- Recommended scale ¼” = 1’0”
- Identify finish materials to be used
- Indicate finish grade location at building exterior

Location of HVAC equipment

STRUCTURAL AND ARCHITECTURAL DETAILS

- Recommended scale ¾” = 1’-0”
- Roof to include, eaves, overhangs, rake and gables
- Floor construction
- Handrails, guard rails, and support details

SAMPLE COMMERCIAL PLAN CHECKLIST

DESIGN AND CODE CRITERIA

Application Codes:	Year
International Building Code	2003
International Mechanical Code	2003
International Plumbing Code	2003
International Energy Code	2003
National Electrical Code	2002
American Disabilities Act	1997

MOLDING BUILDING

AREA “A”	(2 STORIES)
Occupancy	: F-1, B
Construction	: II-B
Actual Area	: 48,384 s.f.
Allowable Area	: 116,250 s.f. (not separated, F-1)
Fully Sprinkled	: YES (in accordance w/ Section 903.1.1)
Frontage Increase	: .75
Allowable Area per Floor	: 56,125 s.f.
Fire Wall Separation at Grid 7.1	

BUILDING AREAS

Basement	: 37,632 s.f.
First Floor	: 37,632 s.f.
Second Floor	: 10,752 s.f.

AREA “B”

(1 STORY)

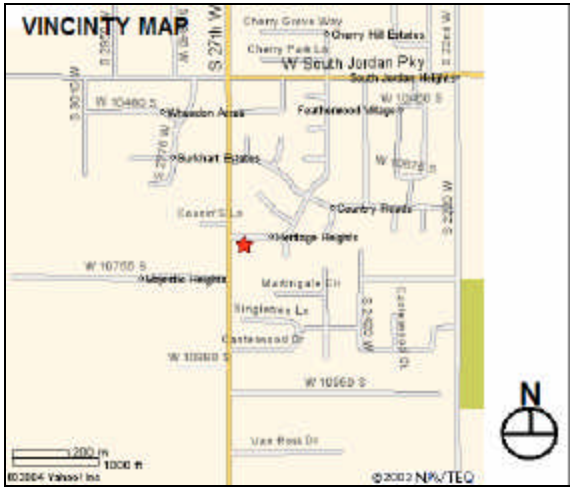
Occupancy	: S-1, B
Construction	: II-B
Actual Area	: 41,904 s.f.
Allowable Area	: 77,195 s.f. (not separated, S-1)
Fully Sprinkled	: YES (in accordance w/ Section 903.1.1)
Frontage Increase	: .41
Allowable Area per Floor	: 77,175 s.f.
Fire Wall Separation at Grid 7.1	

BUILDING AREAS

First Floor	: 41,904 s.f.
Mezzanine	: 9,000 s.f.

FIRE-RESISTIVE REQUIREMENTS

Structural Frame	0
Bearing Walls	0
Non-Bearing Walls	0
Floor Construction	0
Roof Construction	0
Shafts	1



INDEX TO DRAWINGS—CONSTRUCTION DOCUMENTS

GENERAL

G1001 COVER SHEET

CIVIL

FOR REFERENCE ONLY, SEE BID PACKAGE 4

C1.0	HORIZONTAL CONTROL PLAN
C1.1	GRADING & DRAINAGE PLAN
C2.1	UTILITY PLAN
C2.2	SEWER LINE PLAN & PROFILE
C3.1	STORM WATER POLLUTION PREVENTION PLAN
C4.1	NOTES
C4.2	DETAILS

STRUCTURAL

FOR REFERENCE ONLY, SEE BID PACKAGE 4

SE001	GENERAL NOTES & STRUCTURAL DETAILS
SE002	STRUCTURAL SECHEDULES & DETAILS
SB101A	FOOTING & FOUNDATION PLAN—AREA A
SB101B	FOOTING & FOUNDATION PLAN—AREA B
SF101A	FISRT FLOOR FRAMING PLAN—AREA A
SF101B	FIRST FLOOR FRAMING PLAN—AREA B
SF102A	SECOND FLOOR FRAMING PLAN—AREA A
SF102B	SECOND FLOOR FRAMING PLAN—AREA B
SF103A	LOW ROOF FRAMING PLAN—AREA A
SF103B	LOW ROOF FRAMING PLAN—AREA B
SF104A	HIGH ROOF FRAMING PLAN—AREA B
SE501	STRUCTURAL DETAIL
SE502	STRUCTURAL DETAIL

ARCHITECTURAL

AS101	OVERALL SITE PLAN
AE001	FIRST FLOOR LIFE SAFETY PLAN
AE002	OVERALL BASEMENT PLAN
AE1B1	OVERALL FIRST FLOOR PLAN
AE101	OVERALL SECOND FLOOR PLAN
AE102	OVERALL LOWER ROOF PLAN
AE104	OVERALL UPPER ROOF PLAN
AE1B1A	BASEMENT FLOOR PLAN
AE101A	FIRST FLOOR PLAN—AREA A
AE101B	FIRST FLOOR PLAN—AREA B
AE102A	SECOND FLOOR PLAN—AREA A
AE102B	SECOND FLOOR PLAN—AREA B
AE103A	LOWER ROOF PLAN—AREA A
AE103B	LOWER ROOF PLAN—AREA B
AE104B	UPPER ROOF PLAN—AREA B
AC1B1A	BASEMENT FLOOR REFLECTED CEILING PLAN—AREA A
AC101A	FIRST FLOOR REFLECTED CEILING PLAN—AREA A
AC101B	FIRST FLOOR REFLECTED CEILING PLAN—AREA B
AC102A	SECOND FLOOR REFLECTED CEILING PLAN—AREA A
AC102B	SECOND FLOOR REFLECTED CEILING PLAN—AREA B
AE101S	FIRST FLOOR SLAB EDGE PLAN
AE102S	SECOND FLOOR SLAB EDGE PLAN
AE201	EXTERIOR ELEVATIONS
AE301	BUILDING SECTIONS
AE302	WALL SECTIONS
AE401	ENLARGED STAIR PLANS & SECTIONS

AE403	ENLARGED PLANS & MOUNTAIN HEIGHTS
AE404	ENLARGED PLANS & ELEVATIONS
AE405	ENLARGED DOCK PLANS & ELEVATIONS
AE406	RESTROOM & INTERIOR ELEVATIONS
AE501	EXTERIOR DETAILS
AE502	INTERIOR DETAILS
AE503	DOOR DETAILS
AE504	WINDOW DETAILS
AE505	INTERIOR DETAILS
AE601	WALL TYPES
AE602	DOOR SCHEDULES & FRAME TYPES
AE603	WINDOW ELEVATIONS

MECHANICAL

MH001	LEGEND
MH101	BASEMENT FLOOR MECHANICAL PLAN
MH102	FIRST FLOOR MECHANICAL PLAN
MH104	SECOND FLOOR MECHANICAL PLAN
MH106	ROOF MECHANICAL PLAN
MH201	PIPING SCHEMATICS
MH202	SCHEMATICS
MH401	AIRFLOW MAIN FLOOR PLAN & SECTION
MH402	ENLARGED FLOOR PLANS
MH501	DETAILS
MH601	SCHEDULE
MH603	SYSTEM POINT SHEET

MH607 SEQUENCE OF OPERATION

PLUMBING

PL101	BASEMENT FLOOR PLUMBING PLAN
PL102	FIRST FLOOR PLUMBING PLAN
PL104	SECOND FLOOR PLUMBING PLAN
PL106	ROOF PLUMBING PLAN
PL401	ENLARGED PLUMBING FLOOR PLAN
PL501	DETAIL SHEET
PL601	SCHEDULES

ELECTRICAL

EM001	ELECTRICAL GENERAL NOTES
EM101	MOLDING BUILDING SITE PLAN
EM200B	BASEMENT FLOOR POWER PLAN
EM201A	FIRST FLOOR POWER PLAN
EM202A	SECOND FLOOR POWER PLAN
EM203A	ROOF POWER PLAN
EM300B	BASEMENT FLOOR LIGHTING PLAN
EM301A	FIRST FLOOR POWER PLAN
EM302A	SECOND FLOOR POWER PLAN
EM400B	SYSTEMS BASEMENT
EM401A	SYSTEMS FIRST FLOOR
EM402A	SYSTEM SECOND FLOOR
EM403	SYSTEM RISER PLAN
EM501A	ELECTRIC DETAIL
EM502	MOLDING GROUNDING PLAN
EM701A	ELECTRICAL RISER PLAN
EM800B1	ELECTRICAL SCHEDULE
EM901	ELECTRICAL SPECIFICATIONS

CONSULTANT

STRUCTURAL

John Doe Inc.  
Address  
City, State, Zip  
Phone:  
Fax:

MECHANICAL

Mary Doe, Inc.  
Address  
City, State, Zip  
Phone  
Fax:

ELECTRICAL

Alexander Grand  
Address  
City, State, Zip  
Phone  
Fax:

CIVIL

Bill Engineer  
Address  
City, State, Zip  
Phone  
Fax:

- Structural framing details
  - Suspended ceiling plan with support details
  - Structural section with details at foundation, floor and roof levels
  - Typical cross section in each direction
  - Special inspections required
- PREFABRICATED TRUSSES
- Roof framing with truss layout sheet
  - Specify truss manufacturer on the drawings (approved fabricator)
  - Truss configuration and locations
  - Engineer of record is to design truss bracing and provide calculations and detail on the plans.
- HVAC PLAN
- Location of HVAC equipment
  - Duct location and layout for supply and return air.
  - Smoke and fire damper locations
  - CFM's of all HVAC units
  - Gas line drawing, including input rating in BTU's of all equipment.
- PLUMBING LAYOUT
- Show all water heaters
  - Sewer location.
  - Grease, oil, sand interceptors and sizing calca-tions.
  - Location and type of back-flow prevention de-ices.
- ELECTRICAL PLAN
- Panel size(s) and location(s)
  - Outlet layout
  - Switching layout and total lighting for energy compliance
  - All energy compliance documents
  - Method of light support in suspended ceiling
  - Detail locations of ground-fault and arc-fault outlets on drawings
- CALCULATIONS
- Minimum of two (2) wet stamped copies of all structural calculations
- FIRE SPRINKLER PLANS
- Three (3) complete sets of full sprinkler plans to be submitted for the Fire Marshal review and approval
  - Include all electrical and bracing/ seismic re-quirements
  - A separate permit is required for the sprinkler system
- HANDICAPPED ACCESSIBILITY
- Define all handicapped access features for new construction per current International Building Code and ANSI A117.1
  - Include elevations for all accessible elements in restrooms
  - Include elevations of all signs, both inside and outside